

JOB DESCRIPTION & SELECTION CRITERIA

Job Title:	Financial Services Assistant
Reports to:	Financial Services Manager
Frequently Works with:	School Staff and Parents
Hours of Work:	5 days per week (8.30am to 5.00pm / Year-round contract, 40 hrs/week plus half hour unpaid lunch each working day)
Created / Last Updated:	November 2023

Working closely with the Finance Services Manager, the Financial Services Assistant is responsible for administering the school fees ledger, payroll, pension schemes and to provide administration support to the Finance Services Manager as required.

Commitment to Safeguarding and Welfare

The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the job holder will:

- Safeguard the children's wellbeing and maintain public trust in the teaching profession.
- Provide a safe environment in which the children can learn.
- Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.
- Promptly raise any concerns to the School's Designated Safeguarding Lead and work with other services as needed.
- Attend relevant child safeguarding training and other mandatory induction training required by the School.

Promoting the Health, Safety and Wellbeing of Pupils and Staff

At all times the job holder will:

- Maintain awareness of, and comply with, the School's Health & Safety policy.
- Where appropriate, conduct and document risk assessments in their area of responsibility.



Key Tasks / Duties and Responsibilities

School Fees Ledger

- Work with the School Admissions Team to ensure the timely set up accounts for new pupils joining the school and closure of the accounts of pupils leaving the school including the collection of any outstanding balances. In addition, together with the Admissions Team, ensure the Integrated Pupil Numbers model is maintained and accurately reflects the latest status regarding pupil numbers, gross fee income and concessions provided
- Ensure full fees and adjustments for 'extras' and concessions are accurately monitored and reflected in invoices sent to fee payers and ensure fee invoices are issued in a timely manner
- Administer the use of direct debits ensuring mandates are correctly set up and accurately reflect the amounts payable by fee payers including resolving any issues with returned direct debits
- Liaise with fee payers to resolve any queries and payment of outstanding fees due
- On a termly basis update the fee bands for the Nursery and Reception Early Years Free Entitlement
- Update annual fees schedule and once approved by Governors ensure posting on School website
- Monitor and ensure accurate recording of all fee related schemes including fees paid in advance, deferred fees, staff fee schemes, Early Years scheme and other schemes as appropriate
- Undertake the monthly reconciliation of fees bank account to school fees system
- Maintain an accurate record of fee debtors / outstanding amounts and review periodically with the Finance Services Manager
- Administer the receipt of Statements of Financial Circumstances requests for Bursar financial support and advise the Finance Services Manager about requests for financial support
- Provide Nash House with termly fee sessions when billed
- Reconcile KCC termly learning support invoice

Payroll and Pension

- Ensure all required details are current and accurately reflected in the payroll and pension schemes
- Prepare accurate monthly payroll calculations and provide to third party payroll administrator in a timely manner
- Prepare the monthly payroll journal entry and enter onto PASS accounting system
- Respond to staff and pension members queries in a timely manner
- Work closely with the HR & Compliance Manager to support the annual salary review
- Working with both the HR & Compliance Manager and Finance Services Manager ensure all salary and pension schemes are in compliance with regulatory requirements

Admin Support

- Provide support as requested by the Finance Services Manager

Job Requirements

Profile:

Job holder needs to demonstrate experience in the same or a similar type role, preferably in a School environment although not essential.



Competencies and Skills:

- Highly numerate and well organised with a keen eye for detail and a stickler for accuracy
- Familiar with PASS Accounting system
- Happy working within and contributing to a busy and small close-knit team
- Able to prioritise and confident in escalating issues or concerns
- Comfortable working to strict timescales and deadlines

